



# ACCESSORY DWELLING UNIT PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Application form</b> (attached). Please clearly indicate scope of work.</li><li><input type="checkbox"/> <b>Critical Areas Worksheet</b> (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.</li><li><input type="checkbox"/> <b>Please Review Accessory Dwelling Unit Criteria</b> (see opposite side).</li><li><input type="checkbox"/> <b>Site Plans – four (2 reduced - maximum 11" x 17" and 2 full size) copies</b> drawn to an engineering scale (e.g. 1" = 20').<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Location, identification and dimension of all existing buildings and their uses. Also include streets, alleys, rockeries, retaining walls, and fences.</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Dimensions of all property lines.</li><li>• Building setbacks from front, side, and rear property lines.</li><li>• Easements which are on the property, including utility, drainage, access, and open space. (Include the King County recording number for existing easements).</li><li>• Location of existing parking spaces, traffic flow and all internal walkways.</li></ul><br><ul style="list-style-type: none"><li><input type="checkbox"/> <b>Floor Plans – two (2) copies</b> details <i>may be required</i> on larger projects.<ul style="list-style-type: none"><li>• Square footage of existing and proposed floor area.</li><li>• Square footage of total living area of the primary residence.</li><li>• Square footage of accessory dwelling unit.</li></ul></li></ul> |
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### **Additional Information:**

1. Construction drawings may be required if any remodeling, alterations, or additions are being proposed or required.
2. See Residential Building Permit Submittal Checklist for additional information.

### **Submittal Fees:**

\$149.50 hourly rate, 1 hour minimum. Please note that these fees are in effect beginning 1/2012 and are subject to change. Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

### **OTHER PERMITS THAT MAY BE REQUIRED:**

Building Permit      Electrical      Plumbing/Mechanical

City of Shoreline applications and submittal checklists may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov) under "Popular Links" select "Permits".

1/2012

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The Development Code (Title 20) is located at [mrsc.org](http://mrsc.org)